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8 September 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Request for T/O Changes in the Finance Division,
Office of the Comptroller

1. The request of 27 August 1953 to Chief, Classification and Wage Division, which proposed certain changes in the T/O of the Finance Division, as set forth in the memorandum dated 9 June 1953 from the Acting Chief, Finance Division, and forwarded as an attachment thereto, has been reviewed and concurred in by this Office. The proposal as submitted was reviewed by Mr. [REDACTED] who recommended that I give my immediate approval for its implementation. The review by Mr. [REDACTED] was in connection with his overall survey of the Finance Division.

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2. This proposal makes changes in the organizational titles of certain segments of the Finance Division which will bring them in line with the geographical concept under which the Office of DD/P is now functioning. For instance, Certification and Liaison Branch would be designated Operations and Liaison Branch with Operations and Liaison Sections for each area (WE, WH, SR-EE, NE-SE, FE). The Agent Contract Service Section would become the Agent Service Section with Units geographically established, the same as Operations and Liaison. With this arrangement, it is necessary to redistribute positions from Certification and Liaison, OSO and OPC, and realign them with the functions of the newly designated sections. It is also proposed to have the Monetary Section of the Monetary Branch designated Field Monetary Section and have two additional sections, Custodial and Security and Bank Operations, as well as Disbursing.

3. As a result of this redistribution within the Division, the following upgradings are reflected subject to review and desk audit by the Classification and Wage Division:

Upgradings:

5 GS-12 to GS-13	\$6,600	
1 GS-10 to GS-11	440	
2 GS-7 to GS-9	1,710	
9 GS-5 to GS-7	7,155	
8 GS-4 to GS-5	1,880	
Per annum increase for upgradings		\$17,785
Increase of 1 GS-13	8,360	
Decrease of 1 GS-6	- 3,795	
Net increase		<u>4,565</u>
Total monetary effect		<u>\$22,350</u>

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The above tabulation indicates that on an annual basis the cost will amount to \$22,350 providing all positions are filled during the entire year. However, past experience indicates that full employment is not possible and that, due to turnover, personnel ceiling, etc., there will be certain savings effected. It should be noted that no additional positions are involved.

4. The 1954 budget allowance provides an average salary of \$4,691 per manyear for the Finance Division. This proposal, if approved, would raise the average salary to \$4,790 or a net increase of \$99 per manyear for the Finance Division. Due to attrition, recruitment delays, etc., the increased amount required to cover the reclassification of the positions listed will be provided within the budget allowance of the Office of the Comptroller.

5. Your favorable consideration of this request will be appreciated.


E. R. SAUNDERS
Comptroller

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